



## INSTRUCTION SHEET ARTICLES OF ORGANIZATION

Instructions/guide to drafting and filing articles of organization of a Limited Liability Company (L.L.C.) in the District of Columbia. (See, D.C. Code, Title 29, Chapter 10, for more information.)

1. Articles of Organization should be typewritten on plain bond paper. Letter sized and legal papers are both acceptable.
2. Deliver for filing two (2) **originally signed** (duplicate original) sets of articles. Articles must be signed by the person(s) names therein as organizer(s) or by the person or persons authorized by the organizer(s) to so sign. Signature may be manual or by facsimile (e.g., an authorized stamp).
3. The registered agent of the corporation must be either (1) an individual person who **resides** in the District of Columbia (a business office does not qualify as residency), or (2) a corporation which has the authority in its own articles to act as a registered agent in the District of Columbia.
- (3) A letter of consent from the registered agent must be attached to **articles**.
4. The registered office of a limited liability company must be a real address where business can be conducted and not merely a post office box. A post office box **never** is acceptable as a registered office address. The registered office, however, need not be a place where the limited liability company conducts routine business or its principal place of business.
5. The "Operating Agreement" of a Limited Liability Company The Limited Liability Company may adopt and maintain on record a typewritten agreement (operating agreement) which agreement should contain provisions for the regulation of the internal affairs and conduct of the business of the company.

**NOTE:** Do not submit/attach copy(ies) of the operating agreement when agreement is drafted/adopted as a separate instrument/document.

### 6. Filing Fees

The requisite filing fees of a Limited Liability Company are One Hundred Fifty Dollars (\$150.00). Payable by cash, check or money order (Starter checks not accepted)

**NOTE:** Checks and money orders must be made payable to: D.C. Treasurer.

### GENERAL INFORMATION:

SUPERINTENDENT OF CORPORATIONS: (202) 442-4432

ORGANIZATION INFORMATION AND NAME AVAILABILITY: (202) 442-4432